

Planning Commission Minutes October 6, 2025

Chairman McCall called the City of Parma Heights Planning Commission meeting of Monday, October 6 2025, to order at 5:30 p.m.

Clerk Allen: Roll Call: DeSouza, Humphrey, Litten, Sepich, McCall.

OTHERS PRESENT: Assistant Law Director O'Malley, Chief Building Official Marty Surella, Service Director Sepik and Clerk Allen with Councilwomen Maruschak was in the audience.

Pledge of Allegiance is spoken.

Chairman McCall asked to approve the February 3, 2025 Planning Commission meeting minutes. Motioned by DeSouza; seconded by Litten.

Clerk Allen: Roll Call: Humphrey, Litten, Sepich, DeSouza, McCall.

Minutes approved

Director Schneider began the discussion stating that items 4, 5 & 6 are three ordinances that were mandatory referrals from City Council. They deal with land use, specifically items 4 & 6 are zoning code amendments. When we have zoning code changes, our Charter states that those items shall be referred to our Planning Commission. Notice shall be published in a local newspaper of a public hearing. What you have before you is short-term rentals, that was fully vetted by one of our committees. Ultimately, we crafted a new chapter 769, which dealt with the licensure and added short-term rentals as a conditional use in the community for the process and different requirements. The administration and its different departments studied different trends that were going on in neighboring communities and communities as far away as Lorain County and Lake County, there continued to be public instances of either a minor party, transient individuals and police problems resulting from short-term rentals. At the local level, we had at least one incident that triggered police involvement over on 130th Street which escalated into a minor party that was out of hand. Now with the impending move of the Cleveland Browns Stadium to the region it, could affect short-term rentals. Comments and concerns from the public caused the administration to take it upon themselves to imitate, following the trend in local municipalities, repealing our business licensure in our conditional use and instituting a ban consistent with other communities have done regarding short-term rentals. We are at the public meeting stage; we can open up comment as soon as the clerk confirms that we met our notice requirements as well as read that notice into the record. At the conclusion of the public comment, we can act upon or have further inquiry on the recommendation. Clerk Allen did we meet the notice requirements pursuant to our Charter?

Clerk Allen stated yes, we did.

Director Schneider asked if a notice was posted in a newspaper of general circulation?

Clerk Allen stated yes it was.

Director Schneider asked for the date of the publication.
Clerk Allen responded September 12, 2025

Director Schneider asked for the Clerk to read the notice into the record.

Clerk Allen read: PUBLIC NOTICE, The Parma heights Planning Commission will hold a public hearing during the Planning Commission meeting on Monday, October 6, 2025 at the Parma Heights City Hall, 6281 Pearl Road at 5:30 PM in the Council Chamber to consider the following:

ORDINANCE NO. 2025 - 60

AN ORDINANCE ESTABLISHING SECTION 1195.031 OF THE CODIFIED ORDINANCES OF THE CITY OF PARMA HEIGHTS, AND DECLARING AN EMERGENCY

ORDINANCE NO. 2025 - 61

AN ORDINANCE REPEALING CHAPTER 769 ENTITLED "SHORT-TERM RENTALS" OF THE PARMA HEIGHTS CODIFIED ORDINANCES, AND DECLARING AN EMERGENCY

ORDINANCE NO. 2025 - 62

AN ORDINANCE AMENDING SECTION 1171.01 OF THE PARMA HEIGHTS CODIFIED ORDINANCES, AND DECLARING AN EMERGENCY

Director Schneider asked the clerk if we had received written or other communication regarding these items?

Clerk Allen responded no, I have not.

Director Schneider opened the floor to any public comment regarding items 4, 5 or 6 which notice was given as recited by Clerk Allen. Is there any member of the public here to speak regarding agenda items 4, 5 or 6? I'll ask again, is there any member of the public here to give comment on items 4, 5 or 6? Third time, agenda items 4, 5 or 6, is there any members of the public that are here to give comment on these items. Seeing none. Chairman, you have now fulfilled the obligations of holding a public meeting for public comment, you may now move on to the actual business before you if the commission wishes to.

Chairman McCall asked his colleagues if there were any additional or follow up questions regarding any of the ordinances listed? Seeing none. We'll go through these one at a time, ORDINANCE NO. 2025 - 60
AN ORDINANCE ESTABLISHING SECTION 1195.031 OF THE CODIFIED ORDINANCES OF THE CITY OF PARMA HEIGHTS, AND DECLARING AN EMERGENCY.

Director Schneider stated that this ordinance is a new section, it establishes that short-term rentals defined within 30 days are prohibited within the city. It further gives opportunity for police to find information, inquire, presentation of any rental agreement. It binds this prohibition to owners of property and provides a specific penalty in the event that someone has found in violation of any portion of that section.

Chairman McCall asked if there are any other questions? Mr. Humphrey.....

Mr. Humphrey asked about the actual investigating if someone actually lists a short-term rental, would that be the police department or someone at City Hall?

Director Schneider stated that he doesn't anticipate having a full-time employee but I would imagine some sort of service call comes into the police department or some sort of neighbor complaint comes through the service department. The Police Department is the ultimate investigating agency. I will also note that City Council adopted a moratorium on the issuance of any permits, but it doesn't affect those that are already up and running.

Chairman McCall asked for a motion to recommend adoption and move to City Council. DeSouza motioned; seconded by Litten.

Clerk Allen: Roll Call: Litten, Sepich, DeSouza, Humphrey, McCall.

Motion Carried

Chairman McCall read: ORDINANCE NO. 2025 – 61, AN ORDINANCE REPEALING CHAPTER 769 ENTITLED “SHORT-TERM RENTALS” OF THE PARMA HEIGHTS CODIFIED ORDINANCES, AND DECLARING AN EMERGENCY.

Director Schneider explained that this particular chapter was created by our Safety Committee, they did some great work on this. We envisioned long term stays at the Cleveland Clinic or surrounding hospitals. This was the licensing chapter to create a business license with specific requirements for short-term rentals, rights to inspections for safety purposes and enforcement, renewal and transfer of that business license. This repeals this license chapter.

Chairman McCall asked for a motion to recommend adoption and move this to City Council. Sepich motioned; seconded by Litten.

Clerk Allen: Roll Call: Sepich, DeSouza, Humphrey, Litten, McCall.

Motion Carried

Chairman McCall read: ORDINANCE NO. 2025 – 62, AN ORDINANCE AMENDING SECTION 1171.01 OF THE PARMA HEIGHTS CODIFIED ORDINANCES, AND DECLARING AN EMERGENCY

Director Schneider explained that this was the provision that created a conditional use in our Zoning Code. With the best of intentions and some great work, our Safety Committee was able to create the conditional use permit with the Zoning restrictions associated with it, that would be subject to our conditional use chapter of the Codified Ordinances.

Chairman McCall asked for a motion to recommend adoption and move this to City Council. DeSouza motioned; seconded by Sepich.

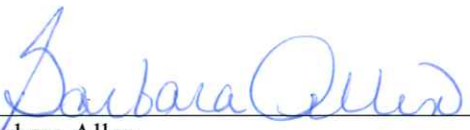
Clerk Allen: Roll Call: DeSouza, Humphrey, Litten, Sepich, McCall.

Motion Carried

Chairman McCall: if there's nothing further, do I have a motion for adjournment; Motioned by DeSouza; seconded by Litten.

Clerk Allen: Roll Call: Aye: Humphrey, Litten, Sepich, DeSouza, McCall

Meeting is adjourned at 5:51 p.m.


Barbara Allen
Secretary, Planning Commission


Jim McCall
Chairman, Planning Commission